



**ULUKHAKTOK, NT
SENIOR ADMINISTRATIVE OFFICER**

The Hamlet of Ulukhaktok, formerly known as Holman, is an incorporated community located on the west coast of Victoria Island in the Beaufort Delta region of the Northwest Territories. The community's traditional name is Ulukhaktok which translates to "where there is material for ulu knives" in Inuinnaqtun. Our population is currently estimated at 425 residents, 90% of whom are Inuvialuit. Ulukhaktok is known as one of the friendliest communities in the region and is also known for its talented artists. Hunting, fishing, gathering and travelling on the land are important to sustaining the lives and lifestyles of our residents. The Billy Joss Open Golf Tournament is held annually in Ulukhaktok at the world's most northerly 9-hole golf course.

Ulukhaktok is recruiting an experienced and qualified Senior Administrative Officer (SAO). The successful applicant will have experience working with councils and the demonstrated ability to lead a diverse staff. In addition, the SAO must engage with other levels of government and with established community organizations that are also focused on community service and on building a sustainable community and local economy.

Reporting to Mayor and Council, the successful candidate will direct, administer and coordinate all affairs of the community government. The incumbent will be responsible for all aspects of municipal administration, including finance, management of human resources, operations and projects in accordance with council bylaws and policies.

QUALIFICATIONS:

- Familiarity with statutory requirements in the Hamlets Act and related legislation. Working knowledge in government operations, statutes, bylaws and policy making.
- A degree in Municipal, Public Administration or Management plus three (3) years of related community experience or five (5) years relevant municipal management experience. Equivalent combinations of education and/or experience will be considered.
- Excellent leadership, problem solving, interpersonal and communication skills to deal with staff fairly and diplomatically.
- Applicants must be bondable, and clearance of a criminal records check is a prerequisite.

SALARY & BENEFITS: Your salary is negotiable depending on your municipal experience and qualifications. Additional benefits include Vacation Travel Assistance (VTA), Northern Employee Benefits (NEBS) and subsidized housing.

APPLICATION: This Competition will remain open until filled. Commencement date is Feb 10, 2025. A Cover Letter with Resume and 3 current references will be required.

Kindly respond to sao@ulukhaktok.ca